

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date  
County  
Contract Organization Name

Your Name

Your Mailing Address  
City, State, Zip  
Your Work Phone Number  
Fax  
Your Work Email Address

10/7/2007

Niobrara

Solutions For Life

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Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	2/7/2007	
2	Supervise SPF staff/staff evaluation (note dates and any notes)		100%	9/30/2007	
3	Name, title, and phone number of the staff's supervisor				Shirley Blakeley, Clinical Supervisor Peggy Wiley, Executive Director
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		NA		
5	Staff training and paid travel		100%	9/30/2007	Completion of PF process
				6/25/27/07	Bob Shinmori, state training
				9/10/2007	Bob Shinmori, state training
6	Notify the Division of any board of directors/staffing changes			Jun-07	Melanie Collins, New Board member for SFL Paul Brown, New Board member for SFL
7	Other Contract Work Agreements (report details)		100%	7-Mar	WYSAC contract
8	Complete agreement with SPF-TAC		100%	Sep-07	WyPTAC MOU
9	Other				

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	March, 2007	
2	Needs Assessment Instrument Received	Feb or March 2007	100%	March, 2007	
3	Data Collection		100%		
4	Data Analysis				
5	Priorities Identified				
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment	15-Jun-07			
	Revise Needs Assess/Submit Final				
8	Other		100%	6/15/2007	Submitted to state

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>C Community Infrastructure Activities</b>					
1	Community Advisory Council Activities briefly list CAC activities		100%	Jun-07	Review/complete NA workbook
				Aug-07	Review/complete Strategic Plan workbook
2	Community Advisory Council Meetings List dates & number of people who attended		100%	May, 2007	Town Hall Meetings
				5/24/2007	Prevention Committee meeting
				6/12/2007	CAC meeting
				6/19/2007	County Commissioner meeting
				7/3/2007	Lusk and Manville Town Council meetings
				7/10/2007	CAC meeting

				7/17/2007	County Commissioner meeting
	See below for membership report				
3	Budget and Funding Approved by CAC ( <i>attach minutes</i> )		100%	6/12/2007	CAC met to review/approve plan
4	Community Resource Assessment note date and attach report				included in NA document
5	Present Findings/Process to Community			ongoing	
6	(Optional) local SAPST and/or CADCA Training for SAC/Community				
7	Briefly describe how the community was involved in the SPF process during this reporting period				CAC members, as well as other community members had been involved and participated in discussions concerning the Needs Assessment and the Strategic planning development. Draft plan had been disseminated to members for comments and feedback throughout the process.
8	Other CAC/Infrastructure			ongoing	

**D Strategic Planning Activity**

	Attend Strategic Planning Training	Jul-07		6/24-25/07	State meeting in Lander
	Receive Strategic Planning Materials from SAD				
	Research Evidence Based Strategies			Jun-07	
	Match Strategies to Data/Needs			June/July 2007	
	Write Strategic Plan			July/August 2007	
	Submit Strategic Plan to SAD		100%	August, 2007	
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>E</b>	<b>Implementation (only with SAD approval)</b>				

**F Deliverables and Assurances Reports**

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07			
2	May 15: Submit Expenditure Report to SAD	15-May-07			
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	10/7/2007	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
	For July 1 - September 30				
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>G</b>	<b>Other Information</b>				
1	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				Managers meet with coordinator regarding status and needs. Weekly staffing with managers concerning grant and activities.
2	Restricted activities (report any approval requested and received for these)			NA	
	fairs/brochures/educational materials				
	media				

